

CONFIDENTIAL

Chief, Support Division, Medical Staff

11 February 1959

Chief, Records Management Staff

Audit of Records Disposition Program, Medical Staff

25X1A
1. Attached is the revised Records Control Schedule prepared by [REDACTED] of this Staff in accordance with a request from your office. The schedule reflects the changes required and supersedes the previous schedule (35-56) dated August 1956.

2. The records schedule is a master plan for controlling growth of records accumulations and for keeping records moving out of high cost office space and filing equipment as soon as possible. The audit revealed that several areas of the Staff are following the disposition instructions contained in the records control schedule but other components are not fully complying with these instructions which grant authority for the systematic movement or disposal of records. Consequently, the total accumulation of records in the Medical Staff increased from 560 cubic feet to 670 cubic feet, excluding library books and periodicals. Since the cut off period for many records is the end of the calendar year, the Medical Staff should, at this time, cut off the files for 1958, retire the inactive records to the Records Center, establish new files for the current year, or otherwise bring the files in line with the instructions agreed upon in the attached revised schedule.

3. During the past year the replacement of 21 five-drawer cabinets with steel shelving and the x-ray cabinets with shelving was a commendable contribution to an effective records management program within your office. Besides the monetary savings and increased filing space that resulted from the changeover, many intangible benefits will continue to accrue through increased efficiency in operations.

4. I wish to express my appreciation to the members of your Staff for their assistance during the audit of the program. If any questions arise concerning the implementation of the records control schedule or other phases of the records program, please feel free to call on us.



Enclosures:



Approved For Release 2001/08/31 : CIA-RDP78-07317A000100410005-4

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 35-59 for the Medical Staff
is approved and authority hereby given to implement the
disposition instructions contained therein.

STATINTL

STATINTL
Review:

[Redacted Signature]

Records Management Officer

STATINTL

[Redacted Signature]

Chief, Records Disposition Branch

Approval:

[Redacted Signature]

Chief, Records Management Staff

Date

2/11/59

Approved For Release 2001/08/31 : CIA-RDP78-07317A000100410005-4

Medical Staff
Item Changes on NewSchedule

Old Schedule	New Schedule	Old Schedule	New Schedule	Old Sched	New Sched
1	1	16	26a	33	49a
	2 new	17 omit			bthru
	3 new		27 new	34	e new
	4 new	18	28	35	36
2	5		29 new	36	50
3	6		30 new	37	51
	7 new	12	31 new	38	52
	8 new			39	53
4	9	19	38	40	54
	10 new	20	33 and 39	41	55
5	11	21	34	42	56
6	12	22 omit		43	58
7a	13	23	45	44	57
	14 new	24	42c	45a	32
	15 new	25	33	b	33a
	16 new	26	33	c	b
7b omit		27	34	d	a
8	18 and 19	28 omit		e	c
			42 new	46a	d & e
9 omit			40 new	b	34a
10	17	29	44		b
11	23	30	41	47	35a
	20 new	31a	42e	48	c
	21 new	31b	42e	49	f
12	22			50	59
13	24		43 new	51	60
14	25		46 new	52	62
15	26b	32	47	53	61b
			48 new		

Medical Staff

Old Schedule	New Schedule
54	63
55a	161 b and c
b	e
	64 new
56	65a
57	69
58	70
59	68
60	66
61	73
62	67
63	73a
64	75
65a	65
	71 new
65 b	72
66	74
67	66
68	77
69	78
70	81
71	79

TAB

Approved For Release 2001/08/31 : CIA-RDP78-07317A000100410005-4
RECORDS CONTROL SCHEDULE

25X1A

35-59

OFFICE, DIVISION, BRANCH

Medical Staff, Office of the Chief

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Chief, Medical Staff

3 February 1959

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence, cables, studies, regulations, memoranda, and other papers which document the policies, planning, and coordination of Medical support activities of the Agency in accordance with the mission assigned in Regulation [REDACTED] Filed by subject according the Agency File Manual.</p> <p>1954-1958</p>	5.8	Permanent. Disposal not authorized. Cut off at the end of each calendar year; transfer to the Records Center two years thereafter.
2	<p>ADMINISTRATIVE SUBJECT FILE</p> <p>Consists of copies of notices, memoranda, time and attendance reports and personnel data necessary for the daily administrative activities of the staff members. Filed by subject title.</p> <p>1957 to date</p>	.3	Temporary. Destroy after 6 months or when superseded.
3	<p>DAILY DIARIES</p> <p>These are diaries maintained for the Chief and Deputy Chief of the Medical Staff. They contain brief summaries and records of daily events, calls, meetings and appointments. Maintained chronologically.</p>	.3	Permanent. Disposal not authorized. Retain in current files area for two years, then transfer to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	WORKING FILES These are notes, working papers, and extra copies of correspondence relating to matters of current or continued interest to the Chief and Deputy Chief and material of a sensitive and eyes only nature.	3.5	Temporary. When material no longer of current interest destroy duplicate and memorandum copies; incorporate remaining portions in corresponding files to be disposed of in accordance with the related files.
5	CABLE FILE Consists of copies of incoming and outgoing cables pertaining to medical aspects of overseas programs and personnel. Maintained for reference and information purposes. Record copies are maintained by the Operation Division. Files chronologically under field stations. (Current)	1.0	Temporary. Destroy after 6 months. Cut off at the end of June and December; destroy six months thereafter.
6	CONVENIENCE FILE (Chrono) These are extra copies of correspondence originating in this office which are maintained for reference purposes. Filed chronologically. (1955 to date)	.3	Temporary. Destroy after two years Cut off at the end of each calendar year; destroy two years thereafter.
7	WAR PLANS FILE These are global war plans especially outlining the agency's missions for wartime organization, operation and support. The file contains a copy of the overall Agency plan and the detailed support to be contributed by Medical Staff. Also the Medical Staff contributions to the PPC Staff where the permanent project record is maintained.	1.0	Temporary. Destroy when superseded or obsolete.

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ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>RETURNEE CARD FILE</p> <p>This is a 5 x 8 card file listing employees and .1 dependents who have returned from overseas assignments for medical reasons. Information recorded duplicates a record maintained by the Operations Division. The card contains the individual's name, reason for return, final disposition of case and other pertinent data. Used for convenience of reference of Chief of Staff and for statistical purposes. Filed alphabetically by name.</p>		<p>Temporary. Destroy after 3 years. Screen file annually and destroy cards on which latest information recorded is three years old.</p>
9	<p>COMMUNICATION LOGS</p> <p>Various forms of records used for recording and maintaining control of classified documents.</p> <p>a. Top Secret log. Retained copy of the log used for recording TS documents. .1</p> <p>b. Cable log. Consists of a listing of all cables referred to the Chief, Medical Staff for information or action. Filed chronologically. (Current) .1</p> <p>c. Chart log. A numerical listing of all medical charts referred to the Chief/MS for action or study. Used for reference and in locating charts within the office. Filed chronologically. (Current) .1</p>		<p>Temporary. Disposal not authorized. Transfer to the Records Center when no longer needed in current files area.</p> <p>Temporary. Destroy after 6 months. Cut off every six months; destroy six months later.</p> <p>Temporary. Destroy after 6 months.</p>

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ITEM NO.		
10	MEDICAL REFERENCE BOOKS	
	<p>Consists of books on medical topics of interest to the Staff. The collection is comprised of books obtained from the Agency library and individually owned copies.</p>	<p>9.0 Temporary. Return books on loan to the CIA Library when no longer needed for reference purposes.</p>
69	MEDICAL SUPPORT CABLES	(transferred from Opers Div. per Med Staff memo 15 Jan 64)
	<p>Copies of cables accumulated in providing medical support for clandestine projects, furnishing advice on medical personnel and material requirements for field stations also on incidences at overseas stations on diseases, injuries, etc. and their treatment. Filed by station and chrono.</p>	<p>Temporary. Destroy after one year.</p> <p><i>RD Jan 64</i></p>

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CONCURRENCE

OFFICE, DIVISION, BRANCH

Medical Staff, Support Division

SIGNATURE

TITLE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
11	<p>DIVISION SUBJECT FILES</p> <p>These files accumulate in the general administration of the functions of the Medical Staff and are used for administrative and planning purposes. They consist of memoranda, studies, reports and other documents pertaining to recruitment, rotation and termination of medical personnel, space, regulations, security, career service, minutes of meetings, and other subjects which relate to activities and functions of the office. Filed according to Agency File Manual.</p> <p>(1956 to date)</p>	4.0	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year and transfer to the Records Center one year thereafter.</p>
12	<p>MEDICAL STAFF PERSONNEL FILES</p> <p>Consists of extra copies of personnel documents which reflect the appointment, promotion assignment and separation of employees, training courses attended, personnel evaluations and other information of the Office. The Medical Staff is responsible for technical supervision of all medical officers and technicians. Filed alphabetically by surname.</p> <p>(Current)</p>	2.5	<p>Temporary. Destroy 6 months after file is closed or employee is separated. Place in inactive file upon separation of employee or when source is no longer available for recruitment. Destroy 6 months thereafter.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13	MEDICAL CONSULTANTS FILES	2.0	Temporary. Destroy 1 year after termination of contract. Place in inactive file upon termination of contract and destroy 1 year thereafter.
14	CONTRACT PERSONNEL FILES	.3	Temporary. Place in inactive file when individual separates from the Agency. Retain in current files area until sufficient number accumulates for transfer to the Records Center.
15	APPLICANT FOLDER FILE	1.2	Temporary. Destroy after 2 years. Screen annually and destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
16	<p>RECRUITMENT SOURCE FILE</p> <p>Consists of correspondence resulting from ads placed in Medical journals. Also includes a secrecy agreement, report of interview, information relating to rejection, and Agency cover used in the recruitment process. Filed chronologically and alphabetically thereunder.</p>	<p>.7</p> <p>Temporary. Destroy after 2 years. Place in inactive file when source no longer of interest for employment; destroy when 2 years old.</p>
17	<p>NAME INDEX</p> <p>Consists of two sets of cards, a true name and a pseudonym card. Cards contain code numbers which serve as a cross reference. Used in receipt and dispatch of cables. Filed alphabetically and by code number. (Current)</p>	<p>.1</p> <p>Temporary. Destroy when pseudonym is cancelled.</p>
18	<p>BUDGET AND ALLOTMENT FILE</p> <p>Consists of copies of budget estimates, allotment ledgers, monthly financial reporting statements, authorizations and expenditures. Used in forecasting and planning the activities for the Medical Staff. Filed by FY.</p>	<p>1.2</p> <p>Temporary. Destroy after 4 years. Cut off at end of each fiscal year and transfer to the Records Center 2 years thereafter.</p>
19	<p>REVOLVING FUNDS FILE</p> <p>Consists of the vouchers for expenses incurred and accounting for advances for the Taxi Fund, Imprest fund and the Emergency Fund. Filed by Fiscal Year. (1957-1958)</p>	<p>.3</p> <p>Temporary. Destroy after 4 years. Cut off at the end of each fiscal year and transfer to the Records Center 2 years thereafter.</p>

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
20	<p>MEDICAL CAREER SERVICE BOARD</p> <p>Consists of the Official Minutes, agenda, reports and supporting papers documenting the activities of the Medical Board. Filed chronologically.</p> <p>(1956 to date)</p>	<p>.6</p> <p>Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for current reference.</p>
21	<p>CABLE FILE</p> <p>Consists of extra copies of cables (information and action) that are referred for attention of Chief MS. Action copies are eventually placed in employee's personnel folder. Filed by station and date.</p>	<p>.3</p> <p>Temporary. Destroy after 6 months. Cut off every 6 months; destroy 6 months later.</p>
22	<p>COMMUNICATION CONTROL FILES</p> <p>Consists of various media for maintaining control on the flow of classified material in accordance with security regulations.</p> <p>a. Mail Logs used for recording receipt and dispatch of material,</p> <p>(1957 to date)</p> <p>b. Courier Receipts used for transmitting classified material.</p>	<p>.2</p> <p>Temporary. Destroy after 1 year. Cut off at the end of each year; retain for one year and destroy.</p> <p>.1</p> <p>Destroy after 3 months. Maintain 3-month level; destroy when over three months old.</p>
23	<p>REFERENCE AND PLANNING MATERIAL</p> <p>Consists of working papers, drafts, directives, notices, notes, etc., that are accumulated by members of the staff in supplying administrative support to various medical activities and projects.</p>	<p>5.0</p> <p>Temporary. Screen periodically and destroy material no longer needed for current reference.</p>

OFFICE, DIVISION, BRANCH		[REDACTED]	
Medical Staff, Support Division, Supply Branch		DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
24	<p>BRANCH SUBJECT FILE</p> <p>a. Consists of memoranda, reports, forms and other papers pertaining to requisitions, copies of contracts, security reports of field trips, property turn in reports, and other matters, relating to day to day operations. Filed according to Agency File Manual. (1957 to date)</p> <p>b. Dispatches and TWIX. These are dispatches and administrative memos to field stations containing instructions re supplies and/or equipment that may be disposed of or suspended from issue. (1957 to date)</p> <p>c. Cable File. Consists of cables to field stations containing instructions on medical supplies and equipment. Filed by cable number.</p>	<p>1.0</p> <p>.2</p> <p>.2</p>	<p>Temporary. Destroy after 2 years. Cut off at the end of each calendar year; retain in current files area for two years and destroy.</p> <p>Temporary. Destroy after 1 year. Cut off at the end of each year and destroy one year later.</p> <p>Temporary. Destroy after 6 months. Cut off file every 6 months, retain for 6 months and destroy.</p>
25	<p>MEDICAL REQUISITION LOG</p> <p>This is a consolidated record of medical supply activities. The log is used for recording all medical requisitions processed by the Medical Supply Branch. The information recorded includes the voucher number, area division, brief description of item and its destination, request number, cross code, and other pertinent information. The log replaces the financial register, ledger, requisition, and forecast files. Maintained chronologically by fiscal year. (1957 to date)</p>	.6	Temporary. Destroy after 1 year. Cut off file at end of fiscal year; retain for one year and destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
26	<p>TRANSACTIONS DOCUMENTS FILES</p> <p>These files reflect the financial and logistical aspects for medical supplies and equipment. They contain copies of vouchers, procurement receipts, shipping documents, regulations, etc. Used in checking receipts and shipments and for reference purposes.</p> <p>a. Numerical file used in checking transactions within the current fiscal year Filed by MDL number . (Current)</p> <p>b. Area File. Transaction documents are filed by areas and used for statistical purposes and in compiling inventories.</p>	<p>1.0</p> <p>2.0</p>	<p>Temporary. Retain for 12 months and destroy.</p> <p>Temporary. Destroy after 2 years. Cut off at end of each fiscal year; retain for two years and destroy.</p>
27	<p>MEDICAL SUPPLY IMPREST FUND</p> <p>Consists of vouchers or receipts for expenses incurred and accountings for advances on a monthly basis.</p>	<p>.1</p>	<p>Temporary. Destroy after 4 years. Cut off at the end of each fiscal year; hold for four years and destroy.</p>
28	<p>TRACER FILES</p> <p>These are 3 x 5 cards containing pertinent identifying information and the status of each Medical Supply request in order to facilitate tracing a request. Maintained by fiscal year.</p>	<p>.3</p>	<p>Temporary. Destroy one year after requisition has been satisfied.</p>
29	<p>WORKING AND REFERENCE FILES</p> <p>These are day to day accumulations of notices, memos, copies of requests, and other papers used in supply support activities.</p>	<p>1.4</p>	<p>Temporary. Destroy when no longer of current interest.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
30	REFERENCE PUBLICATIONS		
	A collection of catalogs, periodicals and various medical reference books.	18.0	Temporary. Destroy when obsolete or superseded, except those on loan from the Agency Library will be returned when no longer required for reference purposes.
31	WASHINGTON DEPOT FILES		
	Files consists of vouchers and supporting documents, forms, reports and other papers which are required to carry out the operations of receiving, storing, issuing and shipping medical supplies and equipment for Agency use. Copies of vouchers, requisitions, and pertinent stock record account files are maintained by Logistics and Finance Offices. The files maintained by the Depot reflect by item the receipt and disposal of medical supplies and equipment and the quantities on hand. The files consist of the following types of files:	3.0	Temporary.
	a. Property accountability records		Temporary. Destroy after 2 years.
	b. Debit voucher files, shipping documents discrepancy reports, copies of purchase orders, invoices, packing lists, etc.		Temporary. Destroy after 2 years.
	c. Inventory of stock on hand, status runs, inventory adjustments, etc.		Temporary. Destroy upon receipt of new inventory listing.
	d. Credit voucher files, shipping orders, requisitions, cancellations, purchase requests, etc.		Temporary. Destroy after 2 years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>e. Narcotic Record Log used to record stock numbers, items, receipts and expenditures of narcotic items.</p> <p>f. Stock locator cards used to show location and usage of items.</p>		<p>Temporary. Destroy after 2 years.</p> <p>Temporary. Place card in inactive file when filled. Destroy after new inventory.</p>

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25X1A 35-59

CONCURRENCE

OFFICE, DIVISION, BRANCH

Medical Staff, Support Division, Registrar Branch

SIGNATURE

TITLE

Registrar, MS


DATE

28 Nov 1958

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
32	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, reports (monthly and weekly), notices, and other papers which accumulate in the operation and general administration of the Branch. Also included are documents in which Branch Chief is primarily interested and using for reference purposes.</p> <p>(1956 to date)</p>	1.2	<p>Temporary. Destroy after 2 years. Cut off at the end of each calendar year and destroy one year later.</p>
33	<p>MEDICAL CHART FILES</p> <p>a. Consist of documents which constitute the basic medical records of Agency employees, and in some instances their dependents. The folders contain reports of medical examinations and histories, laboratory findings, psychiatric evaluations and other similar documents relating to the individual's medical history. Filed numerically by register number.</p> <p>b. These are the medical chart files for covert employees. Files are usually listed under a pseudonym.</p> <p>(Current)</p>	<p>336.0</p> <p>2.0</p>	<p>Temporary. Place in inactive file upon notification of employee's separation from the Agency. Transfer to the Record Center on a quarterly basis. Destroy 75 years after birth of employee or 5 years after death of employee whichever is sooner.</p> <p>Temporary. When employee reverts to an overt status transfer and incorporate file into a. above under his true name. If employee is separated from the Agency place file in inactive file for transfer to the Records Center.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>c. These are medical chart files for applicants who have had pre-employment physical examinations and are awaiting further agency clearance prior to entry on duty. Filed alphabetically by surname.</p> <p>d. These are Form 89's, report of medical history, which were forwarded to Medical Staff from Personnel Office. Form is placed in a suspense file to await additional information either from other components of the agency or additional medical information. Filed alphabetically. (Current)</p> <p>e. These files (hold files) are awaiting completion reports from the Agency's medical labs (X-ray, psychiatric, etc.) Filed alphabetically. (Current)</p>	<p>3.0</p> <p>4.0</p> <p>1.2</p>	<p>Temporary. If applicant qualified for duty transfer and incorporate with file a. above. If disqualified or appointment cancelled place folder in an inactive file for transfer to the Records Center on semi-annual basis. Destroy 2 years after disqualification.</p> <p>Temporary. Destroy after 6 months if additional information not received. If further processing is accomplished incorporate file in appropriate file above.</p> <p>Temporary. If individual qualified prepare chart for a.file above; if applicant disqualified or rejected incorporate file in part c. for transfer to the Records Center.</p>
34	<p>LOCATOR INDEX CARD FILES</p> <p>a. Active Files. These are addressograph plates containing the employee's name, register number, date of birth, and other pertinent information. Plates are used to prepare all forms required for processing an individual through the medical office and to serve as a cross reference index to the medical chart files. Filed alphabetically.</p>	<p>2.0</p>	<p>Temporary. Upon notification of employee's separation from the Agency prepare a card for inactive file and destroy the plate.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
35	<p>b. Inactive Files. These are 3 x 5 cards for all medical charts that have been transferred to the Records Center as inactive. Used for recalling cases from the Center.</p>	3.5	<p>Temporary. Retain in current files area; destroy when case is returned to active files or when notified by the Center that chart has been destroyed.</p>
	MEDICAL LOGS		
	<p>a. This is a physical examination schedule (Form 1485) which is used for spacing and proper timing of examinations with medical offices.</p>	.1	<p>Temporary. Destroy after 6 months.</p>
	(Current)		
	<p>b. These are 3 x 5 cards on individuals who have been scheduled for physicals. Used as a tickler and charge out card for charts. Record of medical office's action is noted on cards which further serves as a reference aid for telephone calls.</p>	.2	<p>Temporary. Destroy 1 month after medical action completed.</p>
	(Current)		
	<p>c. A daily log of individuals scheduled for physical examinations. Used as an aid in withdrawing charts from file to prepare proper forms prior to scheduled visit and for checking back when case cannot be located; also used for preparing a monthly report.</p>	1.6	<p>Temporary. Destroy after 2 years. Cut off at the end of each month and destroy when 2 years old.</p>
	<p>d. Claims log. A listing of claims submitted by Casualty Affairs Branch for approval or decision on a claim together with date received by Medical and date out. Maintained chronologically.</p>	.1	<p>Temporary. Destroy after 1 year.</p>
	(Current)		

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
25X1A		.1 Temporary. Destroy after 1 year.
36	<p>f. Status logs. Lists of pending cases which are out for evaluation. Lists are forwarded to the Staff offices to check and report on status of case. Serve as locators and to determine time required for Medical clearance. Filed chronologically.</p> <p>ANNUAL PHYSICAL REGISTER</p> <p>Consists of IBM cards on all employees who are required to undergo annual physical check ups. Used for scheduling physicals. Filed by month of birth and cross filed alphabetically.</p>	<p>.1 Temporary. Destroy after 6 months.</p> <p>1.2 Temporary. Destroy when card is superseded or when employee resigns from the Agency.</p>
37	<p>DEPENDENTS PROGRAM FILES</p> <p>All papers pertaining to medical histories of dependents of Agency employees including requests for evaluations, immunization records, medical histories, examinations, etc., should be maintained in one folder and filed immediately following the employee's folder.</p>	Temporary.

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RECORDS CONTROL SCHEDULE

SCHEDULE NO.

25-FC

OFFICE, DIVISION, BRANCH

Medical Staff, Psychiatric Staff

SIGNATURE

TITLE

M.D.

12/19/58

JC/PS

DISPOSITION INSTRUCTIONS

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

38

STAFF SUBJECT FILE

These files accumulate in the general administration of the psychiatric programs and are used for developing psychiatric criteria and standards for evaluating personnel and in maintaining a psychiatric consultant and research program. They consist of reports, memoranda, notices and other material necessary for Division's activities and functions. Filed according to Agency Subject File.

(1953 to date)

4.0

Temporary. Destroy after ²8 years.
Cut off at end of each calendar year;

~~transfer to Records Center 2 years thereafter~~
Retain 2 years then destroy
per memo 14 July 60
Ed

39

PSYCHIATRIC CASE FILES

These are psychiatric files for Medical Staff personnel. For security purposes the files are maintained separate and apart from the Agency employee's files maintained by the Registrar Branch. Filed numerically by PD number.

1.0

Temporary. When employee is separated from the Agency send file to the Registrars' Branch to be incorporated with Medical chart file for transfer to the Records Center.

40

TRIP REPORTS

These are copies of reports of interviews with field employees or individual contacts made by the doctors while on various scheduled trips. Copies of reports are placed in employee's medical chart files. Reports relating to P.L. 110 are referred to other interested offices. Filed alphabetically in folders listed under each doctor's name.

.4

Temporary. Destroy when no longer of current interest.

ITEM NO.

RECORDS CONTROL SCHEDULE

EDITION INSTRUCTIONS

CONFIDENTIAL

41 RESEARCH AND REFERENCE FILES

Consists of current working materials, reports, 2.0 notes, studies and projects on which Staff members are working and those files accumulated by former members of the Staff. Old files to be reviewed by Chief/PS and screened for material of current interest to the staff.

Temporary. Screen and destroy material in which staff is no longer interested; upon completion of studies or projects incorporate one copy in respective file, destroy notes and duplicate copies.

42 LOGS AND CONTROL FILES

a. Daily logs. Used for recording appointments .3 for staff doctors, listing persons interviewed and meetings attended. Maintained for scheduling doctor's time and for preparing weekly reports.

Temporary. Destroy after 1 year.

b. Appointment logs. For scheduling visits and appointments for the consultants. Also used in reporting attendance and in preparing statements for pay purposes. Filed chronologically.

.1 Temporary. Destroy after 1 year or when final statement has been prepared.

c. Chart log. Used for maintaining an internal control on all charts referred to the Staff for review.

.1 Temporary. Destroy after 1 year.

d. Book index. These are card indexes on books or periodicals reviewed by the staff and listed for possible future reference. Also lists books on loan from the Library.

.1 Temporary. Destroy when no longer needed or of interest to the Staff.

e. Appointment logs. Lists of individuals referred for physical processing, together with type of physical to be given, name and extension of requestor, etc. Filed chronologically.

.2 Temporary. Destroy after 1 year.

43 Reassignment Inventory Files

A booklet form questionnaire (Form 1288) completed by employees being reassigned particularly for overseas duty. Used for evaluation and for re-

.3 Temporary. Transfer to the Records Center in annual blocks after research has been completed. Retain for 25 years and destroy.

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
44	PSYCHOLOGICAL TEST FILES		
	a. These are case files on employees who have been given batteries of psychological tests on a selective basis. Folders contain the completed tests, raw data and notes by the interviewer, and reports of evaluation. Used for screening purposes and as research data. Filed numerically by PD number.	5.0	Temporary. Destroy after 20 years. Transfer each years accumulation to the Records Center at the end of the year. <i>See memo 14 July 60 RD.</i>
45	b. see below LIBRARY REFERENCE MATERIAL		
	These are books, periodicals and publications on psychiatric and psychological topics of interest to the Staff. Maintained for reference purposes.	46.0	Temporary. Return to CIA Library when no longer needed for reference purposes.
46	CONSULTANTS STATEMENTS		
	These are statements for reporting number of hours and amount due for each consultant. Reports are prepared on a monthly basis; copies furnished to the Comptroller and to the Budget Officer of the Medical Staff. Maintained chronologically. Current	.1	Temporary. Destroy after 6 months.
25X1A			
44	b. These are case files on [REDACTED] employees who have been given batteries of psychological tests on a selective basis. Folders contain the completed tests, raw data and notes by the interviewer, and reports of evaluation. Used for screening purposes and as research data. Filed by name.	2.0	Temporary. Destroy after 20 years. Transfer each year's accumulation to the Records Center at the end of each year. Added per memo from Med. Staff, dated 3 June 60 <i>RD 6/10/60</i>

Approved For Release 2001/08/31 : CIA-RDP78-07317A000100410005-4
 RECORDS CONTROL SCHEDULE

25X1A

35-59

OFFICE, DIVISION, BRANCH

Medical Staff, ~~Technical Services Division~~

Clinical Division July 10, 1959
RD

SIGNATURE

TITLE

CITSD

DATE

12/9

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
47	<p>DIVISION SUBJECT FILES</p> <p>These files accumulate in the general administration of the Division which is responsible for maintaining a preventative health program, conducting physical examinations, rendering emergency treatment, and developing standards for evaluation of physical fitness reports and to maintain a program of consultative services. The files consist of correspondence, cables, studies, reports and other documents which relate to the activities and functions of the Division. Filed according to Agency File Manual. (1956 to date)</p>	2.0	<p>Temporary. Destroy after ² years. Cut off at the end of each calendar year and transfer to the Records Center 1 year later. <i>Retain for 2 years then destroy.</i> <i>per memo 7-14-60</i> <i>RD.</i></p>
48	<p>CONVENIENCE FILE (CHRONO)</p> <p>Consists of extra copies of correspondence maintained for convenience of reference. Filed chronologically. (1957 to date)</p>	.2	<p>Temporary. Destroy after 1 year.</p>
49	<p>LOGS AND CONTROL FILES</p> <p>Various media for maintaining control over files and charts which are referred to the Division for action.</p> <p>a. Chart log. Used for maintaining control on charts referred for action or review.</p> <p>b. Hospitalization log. Used to record all employees who have been hospitalized. Lists the</p>	.2 .1	<p>Temporary. Destroy after 1 year.</p> <p>Temporary. Destroy 6 months after log book is filled.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
49	<p>continued</p> <p>employee's name, where hospitalized, type of illness and dates. (1953 to date)</p> <p>c. Xray index. Consists of a 3 x 5 card index for xrays out on loan. Records the employee's name, where xray has been sent, date and reason for charge out.</p> <p>Current</p> <p>d. Hold File index. A 3 x 5 card serving as an index to the charts in the division for review. Information recorded on the card also serves as a suspense file for recalling employees for further examinations where necessary.</p> <p>e. Narcotic Log. Used to record the receipt and expenditure of all narcotic drugs.</p>	<p>.1</p> <p>.2</p> <p>.2</p>	<p>Temporary. Destroy card when Xray is returned to file.</p> <p>Temporary. Destroy when chart returned to file.</p> <p>Temporary. Destroy 2 years after book is filled provided annual inspection has been accomplished.</p>
50	<p>LIBRARY REFERENCE MATERIAL</p> <p>Consists of bound books on medical topics of interest to the Staff for reference purposes.</p>	6.0	<p>Temporary. Return to CIA Library when no longer needed for reference purposes.</p>

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

35-59

25X1A

CONCURRENCE

OFFICE, DIVISION, BRANCH

Clinical 11/20/57
 Technical Services Division, Nursing Branch

DATE

12/9/58

Chief Nurse

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
51	<p>BRANCH SUBJECT FILE</p> <p>These files accumulate in the establishment and maintenance of Agency health rooms for treatment of minor ailments or referrals to specialists. The files consist of copies of memoranda, reports and various publications relating to the activities of the branch. Filed according to Agency File Manual.</p> <p>(1956-58)</p>	.3	Temporary. Destroy after 1 year. Cut off file at end of each calendar year and destroy one year thereafter.
52	<p>DISPENSARY TREATMENT RECORD CARDS</p> <p>Consists of 5x8 cards maintained on treatment of individuals who are not CIA employees but employed on the premises, such as GSA and GSI employees. Filed alphabetically by name.</p>	.2	Temporary. Destroy 6 years after last entry on card. Screen file at end of each year and destroy individual cards with last entry 6 years old.
53	<p>SICK LEAVE REPORTS</p> <p>These are machine listings of employees which are submitted in connection with a sick leave program. Used to determine sick leave trends within the Agency. Filed chronologically by date.</p> <p>(Current)</p>	.2	Temporary. Destroy after 1 year. Cut off file at end of each year and destroy 1 year thereafter.
54	<p>HEALTH RECORD CARDS</p> <p>These are card records Form 295 b maintained on employees reporting to the Health Rooms in</p>	25.8	Temporary. Disposal not authorized. Remove from file when employee separates

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
54 continued.	<p>"J" Building and in Alcott Hall for treatment. Cards reflect employees name, date of visit, complaint and treatment. Filed alphabetically.</p>	CONFIDENTIAL	<p>from the Agency and forward card to Physical Requirements Branch to be interfiled with the Medical chart file.</p>

25X1A

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

35-59

CONCURRENCE

OFFICE, DIVISION, BRANCH

Clinical 7/20/59
Technical Services Division - Technical Branch

SIGNATURE

TITLE

*Chief Tech**12/9/58*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
55	XRAY FILES a. These files consists of photographic negatives made with the aid of Xrays which are used in medical diagnosis to locate fractures, malformation and pathological condition of tissue. Filed numerically by Register number. b. Index. Consists of a 3x5 cross reference index to the Xray files. Contains the name, Xray number, date and type of Xray, and disposition of Xray. Filed alphabetically by surname.	138. 4.5	Temporary. Destroy 15 years after separation or upon disqualification for employment. Place in inactive file upon separation of employee and transfer to the Records Center quarterly. Temporary. Retain indefinitely. Place in inactive file upon notification that individual has been disqualified for duty or has been separated from the Agency.
56	LABORATORY REFERRAL SLIPS Consists of the short forms attached to the Consolidated Laboratory Reports. Indicate type of examinations to be given and results of same. The Consolidated Report is filed in employee's chart file and referral slips are used for compiling statistical reports. (Current)	.2.	Temporary. Maintain 12 month level. Thereafter destroy oldest month upon accumulation of latest month.
57	MONTHLY REPORT FILE These are copies of monthly compilations showing the number of persons processed through the laboratory and types of tests given (xray, lab, immunization) and other requested information. Filed chronologically.	.1	Temporary. Destroy after 6 months.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
58	<p>DAILY LOGS</p> <p>Consist of daily records of individuals scheduled and/or appearing for Xrays, and the various laboratory tests. Logs are used for compiling monthly reports and for reference purposes.</p>	.2	<p>Temporary. Destroy 6 months after log book is filled.</p>

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

35-59

STATINTL

CONCURRENCE

OFFICE, DIVISION, BRANCH

Clinical 1/20/59
~~Technical Services~~ Division, Immunization Branch

SIGNATURE

TITLE

[Signature] 27 Jan 1959ITEM
NO.FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

59

MASTER IMMUNIZATION RECORD FILE

Consists of Form 251 on which is recorded all immunization shots given to employees prior to departure for overseas assignments. Filed alphabetically by surname.

32.0

Temporary. Destroy after ¹⁰~~15~~ years. Screen file annually and retire to the Records Center 5 years after date of last shot record; Center hold for ~~15~~ years and destroy. *per memo 14 July 60*

60

IMMUNIZATION CERTIFICATES (WHO CARDS)

These are yellow immunization WHO cards on which is listed all shots given to Agency employees. Immunization certificates are given to the individual when he departs for overseas and is retained by this office for possible re-use when he returns from overseas. Filed alphabetically.

.4

Temporary. Destroy when superseded or no longer needed.

61

CONTROL AND LOG RECORDS

These are various types of records utilized in the immunization phase of processing individuals for overseas duty. Files are used for administrative purposes and in preparing statistical reports.

.5

Temporary.

a. Form 616 - Shot Record.

Destroy when information has been transcribed on master record card.

b. Request for Medical Evaluation

Destroy when individual has been released from Medical Staff.

c. 48 Hour Log

Destroy after 1 year.

Destroy after 1 year.

e. Numerical Identification Log

Destroy after 1 year.

STATINTL

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
62	<p>POST REPORTS</p> <p>[REDACTED]</p> <p>emphasis on climatic, health, food and sanitary conditions existing in foreign countries. Reports are used in briefing personnel who are being processed for overseas duty.</p>	2.0	Temporary. Destroy when obsolete or superseded.
63	<p>REFERENCE MATERIAL</p> <p>Consist of procedural reports, bulletins, stand-by lists, pamphlets and magazines which are used for reference purposes. Filed according to category.</p>	2.0	Temporary. Destroy when obsolete or no longer needed.
64	<p>LIBRARY REFERENCE BOOKS</p> <p>These are books and periodicals on subjects of interest to the staff. Used for reference purposes.</p>	3.0	Temporary. Return bound copies to the Library when no longer needed for reference purposes; destroy periodicals when no longer needed.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

Medical Staff, Operations Division

TITLE

DATE

C/OD/MS

16 Jan 59

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
65	<p>DIVISION SUBJECT FILE</p> <p>Consists of correspondence, reports, studies and other documents which accumulate in the general administration and operation of the Division which is responsible for providing Medical support to overseas activities, training of personnel in conjunction with medical aspects of Agency projects and health programs, collecting and disseminating medical information, and furnishing advice, opinions and support for clandestine operations. Filed according to Agency Subject Manual. (1956 to date)</p> <p>a. Substantive and documentary material which establishes policy and procedure.</p> <p>b. Administrative and Housekeeping Material.</p>	<p>2.0</p> <p>2.0</p>	<p>Permanent. Disposal not authorized. Cut off file at end of each calendar year and transfer to the Records Center one year later.</p> <p>Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain for 2 years and destroy.</p>
66	<p>MEDICAL SUPPORT OPERATIONAL FILES</p> <p>These consist of special projects, reports, studies and case files reflecting the medical support or contributions to special operational projects. Files also contain material of personal interest to the chief of the division or sensitive material which must be handled personally by him. Filed according to topic or project.</p>	<p>3.0</p>	<p>Permanent. Disposal not authorized (except material of a transitory nature, such as, working drafts, information reports, notes, etc. should be screened and destroyed when no longer needed). Transfer to the Records Center when no longer of current interest.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
67	REFERENCE MATERIAL	4.0	Temporary. Destroy when no longer needed for reference purposes.
68	TOP SECRET DOCUMENTS	.3	To be reviewed for possible downgrading or destruction. Retain in current files area indefinitely.
69	MEDICAL SUPPORT CABLES	3.0	Temporary. Destroy after 3 years. Cut off at end of each calendar year and transfer to the Records Center one year later. <i>Retain for 3 years then destroy. per memo 14 July 60 R.D.</i>
70	MEDICAL DISPATCH FILE	1.5	Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center one year thereafter.

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ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
71	<p>CONVENIENCE FILE (CHRONO)</p> <p>These are extra copies of correspondence originating in the office and maintained for convenience of reference. (1955 to date)</p>	.4	<p>Temporary. Destroy after 2 years. Cut off at the end of each calendar year; retain in current files area for two years and destroy.</p>
72	<p>ADMINISTRATIVE SUBJECT FILES</p> <p>These files consist of documents reflecting the administrative functions of the Division on matters pertaining to personnel, budget, travel, communication, space and other related functions. File also reflects technical administrative support to field personnel. Filed according to Agency subject manual.</p>	.8	<p>Temporary. Destroy after 2 years. Cut off file at the end of each year; retain for two years and destroy.</p>
73	<p>COVERT PROCESSING FILES</p> <p>These files relate to various functions performed by the Division in processing individuals for overseas assignments on a covert basis. Records are maintained for convenient references by the staff which maintains technical responsibility for medical personnel overseas.</p> <p>a. Physical and Immunization Check Sheets. Contains evaluation data re personnel. Used for statistical report purposes. Filed in individual folders for each contract doctor.</p> <p>b. Memos to Divisions. These are memos to the case officers notifying them of the availability or status of employees.</p>	<p>1.0</p> <p>.2</p>	<p>Temporary. Destroy after 5 years. Screen annually and destroy when 5 years old.</p> <p>Temporary. Destroy after 2 years. Cut off at the end of each year, destroy 2 years later.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
76	<p>LIBRARY REQUESTS</p> <p>Copies of requests for books on loan from the library. Used as a suspense file and internal charge card within the Medical Staff.</p>	.1	<p>Temporary. Destroy when corresponding book has been returned to the Library.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X1A	<p>c. [REDACTED]</p> <p>d. Medical Returnee Index. A 5x8 card file listing employees and dependents returned from overseas for medical reasons. Used for statistical reporting purposes and reference file.</p> <p>e. Name index. Cross reference indexes for true names and pseudonyms on which are also recorded references to cables or dispatches concerning these employees.</p>	<p>.5</p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy 6 years after last action on card or upon separation of employee from the Agency.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p>
74	<p>WORKING AND REFERENCE FILES</p> <p>Consist of copies of agency regulations, procedures, debriefing files, publications, emergency plans, and other materials which are used for briefing and reference purposes. Also included are current working files of staff members. Filed by subject category.</p>	<p>4.0</p>	<p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p>
75	<p>COMMUNICATION CONTROL FILES</p> <p>Consists of form documents used for recording receipt and dispatch of classified material as required by existing security regulations.</p> <p>a. TS Control</p> <p>b. Secret and Below</p>	<p>.1</p> <p>.1</p>	<p>^{ENG} Temporary. Disposal not authorized. Retain indefinitely.</p> <p>Temporary. Destroy after 1 year. Cut off at end of each year. Destroy one year later.</p>

CONFIDENTIAL

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
77	TRAINING OFFICERS FILES	CONFIDENTIAL	
	<p>Consist of collections of materials required for coordinating and promoting a training program and a career service plan for personnel of the Medical Staff. The files contain requests for training, individual folders for employees, material used for briefing personnel and dependents on overseas assignments, health bulletins, and other related materials. Filed by subject category. (1955 to date)</p>		
	<p>a. Briefing materials on various medical, sanitary and health aspects of overseas employment.</p>	2.0	<p>Temporary. Destroy when no longer needed for reference purposes or when information becomes obsolete.</p>
	<p>b. Individual Training Folders for Medical Staff employees contain personnel data, requests for training, evaluations, results from classes, etc.</p>	1.0	<p>Temporary. When employee resigns or transfers from the Staff screen folder and destroy transitory material; transfer remaining portion to Support Staff to be incorporated in employee's personnel folder.</p>
	<p>c. Publications and books on various areas of training and for possible use in the training program.</p>	2.0	<p>Temporary. Destroy when no longer of current interest.</p>
78	MEDICAL RESEARCH AND DEVELOPMENT FILES	CONFIDENTIAL	
	<p>Consist of intelligence reports, pamphlets, notices, State Department, post reports, and other documents relating to medical aspects or subjects of interest, such as drugs, hospital facilities, diseases, prevention, sanitary conditions, etc. Used in developing research studies in support of Medical Staff and Operation activities and in support of projects in Medical and Allied Sciences.</p>		
		15.0	<p>Temporary. Screen files periodically and destroy obsolete material.</p>

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
	<p>a. Area files. Filed by country in each geographical area.</p> <p>b. Substantive on worldwide or general topics covering more than one area.</p>	<p>(12.0)</p> <p>(3.0)</p>
79	<p>REFERENCE CARD FILES</p> <p>Consist of cards which contain information relating to bibliographies on physicians, medical specialists, drugs, (foreign and domestic), and hospitals throughout the world, as well as mat cards which are used as a cross reference to the Area Case files and cards brought together for special projects. Information recorded on the cards is extracted from various documents and information reports. Used for reference purposes.</p>	<p>6.3</p> <p>Temporary. Destroy when obsolete or no longer needed (except that inactive material which may have future value will be transferred to the Records Center for a retention period of two years then destroyed).</p>
80	<p>LIBRARY CONTROL AND INDEX</p> <p>These consist of an index to the books on file in the Medical Library, requests for books, loan out slips for books borrowed, and distribution lists for periodicals and publications. Filed according to purpose and category.</p>	<p>.7</p> <p>Temporary. Destroy when no longer needed for current reference.</p>
81	<p>LIBRARY REFERENCE PUBLICATIONS</p> <p>These are books on technical and medical subjects, periodicals, publications and reports on topics of interest to the staff to be used for reference purposes.</p>	<p>150.</p> <p>Temporary. Destroy when obsolete or no longer needed, except, library books shall be returned to the main agency library when no longer needed.</p>

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